

## REQUEST FOR QUALIFICATIONS (RFQ)

### **City of Kankakee, Economic and Community Development Agency (ECDA)**

Issued: March 25, 2022

### **Request for Qualifications**

### **Economic and Community Development Agency LEAD and Housing Rehab Program**

#### **Introduction:**

The City of Kankakee, Illinois, in Kankakee County, is seeking qualifications from General Contractors to be placed on the revolving list of Lead Certified Contractors that will be used for the Agency's Lead Abatement and Healthy Homes programs. Furthermore, the City's, Economic and Community Development Agency, is also seeking General Contractors, Subcontractors, Demolition/Excavation contractors to be placed on a Bidder's List so that they may be invited to bid on residential demolition/clearance/renovations/repair projects to be contracted by ECDA as part of its Illinois Housing and Development Agency's housing rehab programs.

#### **Summary and Background:**

The City of Kankakee Economic and Community Development Agency (ECDA) was created in 1978 and is primarily funded by the U.S. Department of Housing and Urban Development (HUD). The primary mission and commitment, of CDA, is to oversee and implement the objectives of the U.S. Department of Housing and Urban Development to promote a safe and affordable housing and sustainable living environment throughout our neighborhoods. The City of Kankakee's Economic and Community Development Agency will continue to strive to achieve our mission through the further implementation of our LEAD and other housing programs that will aide in the rehabilitation, repair & purchase of the existing housing stock within the City of Kankakee.

#### **Request for Qualifications:**

- **LEAD Programs:**

The City of Kankakee's Economic and Community Development Agency (ECDA) is seeking qualifications from Lead Based Paint Containment and Abatement Contractors for residential properties within the Municipal Boundaries. The City will select Contractors who will be placed on a rotating list of contractors who will be utilized to complete all LEAD Based Paint Containment and Abatement work for ECDA during the fiscal year beginning on May 1, 2022 to April 30, 2023.

- **Housing Programs:**

The City of Kankakee's Economic and Community Development Agency (ECDA) is seeking qualifications from General Contractors and Subcontractors to be placed on a Bidders List to be considered for ECDA administered Housing Programs for ECDA during the fiscal year beginning on May 1, 2022 to April 30, 2023. Placement on the Bidders list does not guarantee future work or contracts.

The majority of the construction work will be contracted to General Contractors who will hire their own Subcontractors to complete the work as required. However, in some cases, ECDA may hire individual trade contractors to complete portions of the work under separate contracts. Therefore, ECDA is seeking qualifications from both General Contractors and Subcontractors who wish to be considered for future contracts. All selected contractors will be responsible for working closely with ECDA staff on all construction work.

**General Requirements:**

To be considered for both the LEAD and other housing programs, contractors must be properly licensed by all Federal, State, County and local regulations to perform the required work, complete all required documentation for the individual program and complete a contractor's project statement and an affidavit.

For work requiring abatement of Lead Based Paint Hazards, Contractors must have a Lead Based Paint Abatement Certification from the State of Illinois and employ Certified Lead Abatement Workers and/or Certified Lead Abatement Supervisors as required by law. Contractors must attach current copies of State of Illinois Abatement Contractor's Certification and a list of certified employees and/or supervisors.

All General Contractors and Subcontractors must be adequately insured and provide evidence of insurance to ECDA. ECDA will also require that we be named as an additionally insured party in conjunction with any construction contract awarded. Contractors must attach a current Certificate of Insurance showing all coverage and liability limits for general liability and workers compensation insurance. All contractors will be required to submit a completed lien waiver request for all Subcontractors that are utilized.

ECDA will pay contractors for completed work only and will not make deposits or down payments. ECDA will pay contractors for completed work on a timely basis, but Contractors will need to be capable of financing construction pending reimbursement. Contractors must provide a physical company address to receive reimbursement checks and associated correspondence (PO. Boxes will not be accepted).

### **Selection Criteria/Evaluation:**

Each submittal reviewed will be considered on the following criteria. All qualifications must be organized in the following format and contain all of the following information (**incomplete and / or unorganized submittals will not be considered**):

#### **I. Required Documents**

- a. Kankakee County Contractors License
- b. EPA Certification for Lead Programs (**or ability to obtain prior to work**)
- c. Proof of Insurance
  - i. Contractor's Liability
  - ii. Automobile
  - iii. Worker's Compensation
  - iv. Lead Liability Exposure Insurance
- d. Bonding Capacity
- e. Completed Lien Waiver Request for all Subcontractors
- f. Contractor Project Statement & Affidavit

#### **II. Qualifications**

- a. Resume of personnel
- b. Licensure and Certifications
- c. Lead Abatement & Lead Safe Work practices training (Lead Program only)

#### **III. Project Approach**

- a. Description of your approach to lead containment and removal
- b. Quality Control Measures
- c. Dispute Resolution Process
- d. How will you maintain the schedule?

#### **IV. Relevant Experience**

- a. How long has your firm been in business?
- b. Do you complete certified payroll reports as part of Davis Bacon Act?
- c. 3 References

#### **V. Capacity**

- a. How many Abatement/Containment projects can you do at one time?
- b. Provide current financial statements, letters of credit, other proof of financial capacity.

Qualified contractors are invited to submit (2) copies of their qualification proposals.

- Proposals must be received no later than 12:00 NOON on Friday April 22, 2022.
- Proposals shall be delivered to the attention of Mrs. Barbi Brewer-Watson, Executive Director of Kankakee Economic and Community Development Agency and submitted to the City of Clerk's office at 304 S. Indiana Avenue, Kankakee, Illinois 60901 by the deadline date (RFQ's or incomplete RFQ's received after the deadline will be rejected).
- Proposals received after 12:00 NOON on this date will not be accepted.
- If a prior RFQ submittal was received a letter indicating it is still valid will be accepted in place of full RFQ Application.

Other instructions to proposers:

1. The cost of preparing the proposals shall be exclusively borne by the Assessor.
2. Proposals may be submitted by email to [yourvoice@citykankakee-il.gov](mailto:yourvoice@citykankakee-il.gov).
3. Once submitted, proposals become the property of the City of Kankakee.
4. Written questions and requests for clarifications of the conditions of this proposal shall be presented email to [bjbrewer-watson@citykankakee-il.gov](mailto:bjbrewer-watson@citykankakee-il.gov), not later than Friday, April 11, 2022.
5. Non-written questions are not allowed and will not be answered after the date issued printed at the top of this RFQ.
6. Evaluation of written proposals shall be at the discretion of a selection committee of the City of Kankakee composed of the ECDA Executive Director, City Planner, ESU Director, City Engineer, City Attorney, Director of Building and Code, & Mayor.
7. At the discretion of the City of Kankakee's Selection Committee, some or all of the proposers may be requested to make an oral presentation prior to final selection by the committee.
8. The City of Kankakee reserves the right to:
  - a. reject any and all submittals,
  - b. to re-advertise for qualifications

Tentative Schedule

Milestone

Requests for Qualifications published  
Proposals due to City of Kankakee  
Selection of Contractors by Committee

Scheduled Dates

March 25, 2022  
April 22, 2022  
May 7, 2022

**APPENDIX A****CONTRACTOR APPLICATION FORM****PART 1 – BASIC INFORMATION**

|   |   |   |  |              |                          |              |                          |                  |                          |
|---|---|---|--|--------------|--------------------------|--------------|--------------------------|------------------|--------------------------|
| <b>COMPANY NAME</b>   |   |   |  |              |                          |              |                          |                  |                          |
| <b>COMPANY ADDRESS</b>  |   |   |  |              |                          |              |                          |                  |                          |
| <b>CITY, STATE, ZIP</b>   |   |   |  |              |                          |              |                          |                  |                          |
| <b>BUSINESS PHONE</b>   |   |   |  |              |                          |              |                          |                  |                          |
| <b>BUSINESS FAX</b>   |   |   |  |              |                          |              |                          |                  |                          |
| <b>BUSINESS WEB SITE</b>  |   |   |  |              |                          |              |                          |                  |                          |
| <b>CONTACT NAME</b>   |   |   |  |              |                          |              |                          |                  |                          |
| <b>CONTACT PHONE</b>  |   |   |  |              |                          |              |                          |                  |                          |
| <b>CONTACT E-MAIL</b>   |   |   |  |              |                          |              |                          |                  |                          |
| <b>FORM OF BUSINESS</b>   | <table border="1"><tr><td>CORPORATION:</td><td><input type="checkbox"/></td></tr><tr><td>PARTNERSHIP:</td><td><input type="checkbox"/></td></tr><tr><td>SOLE PROPRIETOR:</td><td><input type="checkbox"/></td></tr></table> |   |  | CORPORATION: | <input type="checkbox"/> | PARTNERSHIP: | <input type="checkbox"/> | SOLE PROPRIETOR: | <input type="checkbox"/> |
| CORPORATION:  | <input type="checkbox"/>  |   |  |              |                          |              |                          |                  |                          |
| PARTNERSHIP:  | <input type="checkbox"/>  |   |  |              |                          |              |                          |                  |                          |
| SOLE PROPRIETOR:  | <input type="checkbox"/>  |   |  |              |                          |              |                          |                  |                          |
| <b>TAX ID NUMBER OR SSN</b>   |   |   |  |              |                          |              |                          |                  |                          |
| <b>TYPE OF BUSINESS</b>   | GENERAL CONTRACTOR <input type="checkbox"/>   | SUB-CONTRACTOR <input type="checkbox"/> |  |              |                          |              |                          |                  |                          |
| <b>If Subcontractor, list specific trades you perform.</b>  |   |   |  |              |                          |              |                          |                  |                          |
| <b># YEARS IN BUSINESS</b>  |   |   |  |              |                          |              |                          |                  |                          |
| <b>Are you a Certified Minority Owned Business Enterprise (MBE) or Woman Owned Business Enterprise (WBE)? If yes, who is the certifying agency?</b> |   |   |  |              |                          |              |                          |                  |                          |
| <b>Are you registered on sam.gov</b>  |   |   |  |              |                          |              |                          |                  |                          |

## PART 2 – EXPERIENCE

List three projects completed within the past year. Include customer contact information for reference. ECDA may wish to visit the site and/or contact customer to evaluate the quality of completed work.

|                              |  |
|------------------------------|--|
| Project # 1 Name / Address   |  |
| Customer Contact Information |  |
| Project # 1 Name / Address   |  |
| Customer Contact Information |  |
| Project # 1 Name / Address   |  |
| Customer Contact Information |  |

Do you have experience working on projects funded in whole or in part by the City of Kankakee, State of Illinois, Illinois Housing & Development Agency (IHDA) or US. Department of Housing and Urban Development (HUD)? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, describe your experience briefly below:

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Have you ever defaulted on a contract? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, describe your experience briefly below:

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### **PART 3 – ATTACHMENTS**

In addition to all requested documents within the RFQ, please attach copies of the following documents for review:

- Current Contractor's Registration or Licenses
- Current Kankakee County Contractor's Registration
- Current Certificate of Insurance
- Current Lead Based Paint Abatement Contractor's Certification (If Applicable)
- List of employees who are certified Lead Abatement Workers or Lead Abatement Supervisors
- MBE or WBE Certification (If Applicable)

NOTE: Contractors may attach additional information about their business, which they feel will assist ECDA in evaluating their qualifications. This could include project lists, additional client references, letters of recommendation, etc.

### **PART 4 – CERTIFICATION**

I hereby certify that the information contained in this application, including all attachments thereto, is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date